



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
AREA SUPERVISOR	35	B	7.619

DEFINITION OF CLASS:

Under direction, the Area Supervisor coordinates the activities of professional staff in conducting investigations and audits of dairy operations in the State to ensure compliance with dairy regulations.

DISTINGUISHING CHARACTERISTICS:

This is a single position class. It is not part of a series. The incumbent reports directly to the Executive Director of the Dairy Commission.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Provides technical supervision to professional staff engaged in investigating and auditing dairy operations to ensure compliance with applicable statutes, regulations and laws.

Supervises the performance of one clerical support staff member. Supervision includes selection, training, employee evaluation and discipline.

Schedules and attends public hearings and depositions in order to accurately represent Commission policies, procedures and practices.

Meets with industry representatives to interpret and discuss Commission activities and to provide information upon request.

Accepts and records prices filed with the Commission by dairies.

Responds to informational requests on dairy and Dairy Commission related matters such as marketing, minimum price orders and state statutes.

Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of State laws, statutes and regulations regarding dairy operations. Knowledge of all products, markets and dairies in the State. Knowledge of supervisory techniques including selection, work assignments and review, establishing work standards, procedures and discipline.

Skill in motivating others to effective action.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Skill in written English sufficient to compose routine business correspondence. Skill in the collection, analysis and evaluation of facts for investigative activities.

Knowledge of accounting and auditing principles, practices and methods.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from an accredited college or university program in business administration or accounting or closely related area and four years of previous experience in investigating, accounting, auditing or related work; OR

II

Graduation from high school or equivalent experience and six years of previous experience in investigating, accounting, auditing or related work; OR

III

An equivalent combination of education and experience.

LICENSE:

A valid State of Nevada driver's license or evidence of equivalent mobility.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.619

ESTABLISHED:

01/01/61

REVISED:

07/01/87P

10/17/86PC

REVISED:

07/01/93P

09/24/92PC